



Royal Thai Embassy, Ankara

Announcement No. 3 /2568

Position Opening: Clerk (1 position)

The Royal Thai Embassy in Ankara is seeking applications from qualified individuals for the following position

1. Position / Salary

1.1.Position: Clerk

1.2.Starting Salary: 990-1,088 U.S. Dollars per month (depending on experiences) with an increase every year based on performance, and overtime payment (where applicable)

1.3.Hiring start date: 1 October 2025

1.4.Working hours: Monday to Friday from 09.00-18.00 hrs. (with a one-hour lunch break)

2. Job description

2.1.Assisting the Embassy's work on consular matters, which includes reviewing all consular-related documents (e-visa application and legalisation etc.), drafting documents, facilitating on procedures of all civil registration, and attending consular-related meetings;

2.2.Coordinating with relevant authorities and all stakeholders concerned for the assigned work on the protection of the Thai nationals abroad;

2.3.Organising consular-related activities and other activities concerning Thai students' affairs and Thai cultural activities;

2.4.Performing other tasks as may be assigned

3. Qualification

3.1.Holding Turkish citizenship or Turkish residence or having qualifications to satisfy the requirements for obtaining Turkish work visa;

3.2.Having been graduated with a Bachelor's degree or higher;

- 3.3. Having good verbal and written communication skills in Thai, Turkish, and English;
- 3.4. Having excellent knowledge of office equipment and being computer literate (MS word, MS excel, Adobe Acrobat, etc.);
- 3.5. Having excellent organisational skills and ability to focus in detail;
- 3.6. Having good human relations skills, being punctual, flexible, reliable, service-minded, polite, and positive attitude.

4. Application process

Interested individuals may submit applications from 23 July to 13 August 2025 through email: consular.ank@mfa.go.th (Subject: Recruitment – Clerk), by post, or in person at the Royal Thai Embassy in Ankara located at Gaziosmanpaşa Mahallesi, Koza Sk. No:87, 06700 Çankaya/Ankara (Monday to Friday 09.30-16.30 hrs.)

5. Required documents

- 5.1. Employment application form (as attached);
- 5.2. Resume or Curriculum Vitae;
- 5.3. Copies of employment verification letters / work training certificates (if available);
- 5.4. A copy of diploma;
- 5.5. Other documents deemed useful for job application.

6. Selection process

Interview

7. Application and selection period

23 July - 12 August 2025	Application Submission
14 August 2023	Announcement regarding qualified applicants
21 August 2023	Interview
22 August 2023	Announcement regarding successful and reserve candidates

Made on 22 July 2025 Namny
Royal Thai Embassy, Ankara

